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City of Johannesburg  
Supply Chain Management Unit

SUPPLIER NAME: \_\_\_\_\_

**REQUEST FOR QUOTATION FOR GOODS AND SERVICES FOR THE CITY OF JOHANNESBURG**

**Procurement Less than R 200 000 (Including Vat)**

**(For publication on the City of Johannesburg Notice Board/s & Website)**

The City of Johannesburg requests your quotation on the goods and/or services listed hereunder and/or on the available RFQ forms. Please furnish all information as requested and return your quotation on the date stipulated. Late and incomplete submissions will invalidate the quotation submitted.

<b>ADVERTISEMENT DATE</b>	07 December 2016
<b>DEPARTMENT</b>	<b>Office of Speaker</b>
<b>RFQ NUMBER:</b>	R0361/16
<b>DESCRIPTION OF GOODS/SERVICES</b>	<b>TERMS OF REFERENCE FOR THE APPOINTMENT OF A SERVICE PROVIDER: EDIT, PROOF-READ, LAYOUT, DESIGN, PRODUCE THE +/- 100 PAGE HTML VERSION OF THE 2016/17 CASE STUDY PUBLICATION &amp; PRINT 500 COPIES.</b>
<b>RFQ SPECIFICATION FORMS/ DOCUMENTS ARE OBTAINABLE FROM:</b>	The COJ Website – <a href="http://www.joburg.org.za/quotations">www.joburg.org.za/quotations</a>  OR  FROM INFORMATION DESK 15 <sup>TH</sup> FLOOR METRO CENTRE 158 Civic Boulevard street BRAAMFONTEIN
<b>COMPULSORY REQUIREMENTS</b>	<b>PLEASE NOTE THAT NOT SUBMITTING THE COMPULSORY DOCUMENTS MAY LEAD TO DISQUALIFICATION.</b>
<b><u>SUBMISSION OF QUOTES:</u></b>	<b><u>QUOTATION BOX, GROUND FLOOR, METRO CENTRE</u></b> 158 Civic Boulevard street, Braamfontein
<b>TIME: CLOSING DATE</b>	10h30 14 December 2016
<b>ENQUIRIES:</b>	<b>Rami Kobela:(011) 407-6448</b>

Quotations above R30 000 will be evaluated on the basis of the 80:20 point system as stipulated in the Preferential Procurement Policy Framework Act (Act number 5 of 2000) & the City's Supply Chain Management Policies and Procedures.



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## CHECKLIST

RFQ NO:           R0361/16          

**PLEASE USE THE CHECKLIST TO CONFIRM THAT ALL COMPULSORY DOCUMENTS HAVE BEEN ATTACHED TO YOUR QUOTATION.**

No	Details	✓
1.	Original Certified Copy of Company Registration Document.( <b>NOT A COPY OF CERTIFIED COPY AND IT MUST NOT BE OLDER THAN THREE MONTHS</b> )	
2.	Rates & Taxes Invoice for Company OR Original Certified Copy Lease Agreement OR Original Certified Copy of Affidavit Certified by the SAPS.( <b>NOT A COPY OF CERTIFIED COPY AND IT MUST NOT BE OLDER THAN THREE MONTHS</b> )	
3.	Rates and Taxes Invoice for All the Directors of the Company OR Original Certified Copy of Lease Agreement OR Affidavit Certified by the SAPS( <b>NOT A COPY OF CERTIFIED COPY AND IT MUST NOT BE OLDER THAN THREE MONTHS</b> )	
4.	Declaration on State of Municipal Account (Attached)	
5.	MBD 4: Declaration of Interest (Attached)	
6.	MBD 9: Certificate of Independent Bid Determination. (Attached)	
7.	MBD 6.2: Local Content (Attached)	
8.	MBD 8 :Declaration of bidder' past Supply Chain Management	
9.	Original Certified Copy of BBBEE certificate.( <b>NOT A COPY OF CERTIFIED COPY AND IT MUST NOT BE OLDER THAN THREE MONTHS</b> )	
10.	Tax Clearance Certificate( <b>TENDER NOT GOOD STANDING</b> )	
11.	Training Suppliers to be accredited with SITA	
12.	Catering Suppliers to submit a Health Certificate	
13.	All alterations have been signed.	
14.	Quotation is signed.	

SIGNATURE \_\_\_\_\_

NAME \_\_\_\_\_



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## PLEASE NOTE THAT NOT SUBMITTING THE COMPULSORY DOCUMENTS MAY LEAD TO DISQUALIFICATION COMPULSORY REQUIREMENTS

### 1. Original tax clearance

Please note that copies of tax clearance certificates are not valid as per SARS and they will not be accepted by the City of Johannesburg. Failure to provide the original tax clearance certificate will result in the quotation being disqualified.

2. Latest original certified copy of rate and taxes together with a completed "Declaration on State of Municipal Accounts" form. (Attached)

Please note the following:

- a) There must be a Rates & Taxes invoice for each of the Directors of the Company as well as for the Company. The Rates & Taxes Invoice cannot be older than 3 months. If Rates & Taxes are in arrears for more than 3 months, the quotation will be disqualified.
  - b) If the business is operated from the residence of one of the directors, an original affidavit, certified, must be submitted stating the address of the business premises.
  - c) If the premises from where business is conducted or where a director is residing, is leased a copy of the lease agreement or an affidavit must be submitted.
3. The quotation page must be signed. If you are using your own format on your Company's letterhead to quote please ensure that the quotation is signed.
  4. The attached MBD 9 form (Certificate of Independent Bid Determination) must be completed and submitted with the quotation. If the MBD 9 is incomplete or not attached the quotation will be disqualified.
  5. The attached MBD 4 form (Declaration of Interest) ***must*** be completed and submitted with the quotation. If the MBD 4 is incomplete or not attached the quotation will be disqualified.
  6. Both the MBD 4 & 9 forms must be original for each quotation. No copies will be accepted. Both the MBD 4 & 9 forms must be dated within the quotation period.
  7. Proof of Directors: A certified copy of your Company Registration Documents
  8. An original certified copy of the B-BBEE Status Level Verification Certificate must be attached. If not attached no points for B-BBEE will be awarded.
  9. All price alterations must be signed for by the Bidder confirming that such changes were made by the Bidder. PLEASE NOTE THAT PRICE CHANGES WITHOUT A SIGNATURE WILL LEAD TO THE DISQUALIFICATION OF THE QUOTATION SUBMITTED.

I HEREWITH CONFIRM THAT HAVE READ AND UNDERSTOOD THE ABOVEMENTIONED  
REQUIREMENTS

SIGNATURE \_\_\_\_\_

NAME \_\_\_\_\_



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### CONDITIONS

1. All goods or services purchased will be subject to CoJ SCM Policy and Procedures. A copy of said conditions is available from the SCMU office.
2. All purchases will be made through an official order form. Therefore no goods must be delivered or services rendered before an official order has been forwarded to and accepted by the successful bidder..
3. To participate in the City's Quotation process for the procurement of goods and/or services, vendors are advised to get accredited and registered on the City's Supplier Database. Supplier registration forms are available from the Supply Chain Management Unit. The City is dealing only with the registered and accredited suppliers on its Database.
4. All prices quoted must be exclusive of Value Added Tax (VAT). Suppliers who are not registered for VAT will be treated as Non VAT Vendors.
5. Prices quoted must include delivery charges and goods must be delivered to the address indicated on the quotation page.
6. All prices submitted must be firm. "Firm" prices are deemed to be fixed prices, which are only subject to the following statutory changes, namely VAT and any levy related to customs and excise.
7. Quantities are given in good faith and without commitment to the City of Johannesburg. The City reserves the right to increase or reduce the quantity to be in line with the set threshold for quotations prescribed in the SCM Policy.
8. ***THE CITY OF JOHANNESBURG DOES NOT TAKE RESPONSABILITY FOR ANY QUOTATIONS DEPOSITED IN THE WRONG BOX.***

**I HEREWITH CONFIRM THAT HAVE READ AND UNDERSTOOD THE ABOVEMENTIONED REQUIREMENTS**

SIGNATURE \_\_\_\_\_

NAME \_\_\_\_\_



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Supply Chain Management Unit

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**ADDITIONAL REQUIREMENTS**

**DECLARATION**

I certify that the information supplied is correct and I have read and understood the COJ General Conditions and Policies and Procedures and accept same

I further certify that all the required information has been furnished and the relevant forms completed and are herewith submitted as part of the quotation.

**SIGNATURE:** \_\_\_\_\_

**NAME:** \_\_\_\_\_

**CAPACITY:** \_\_\_\_\_

**DATE:** \_\_\_\_\_



City of Johannesburg  
Supply Chain Management Unit

**SUPPLY CHAIN MANAGEMENT UNIT**  
**P.O. BOX 7776**  
**JOHANNESBURG**  
**2000**

**VAT. NO: 4760117194**

**BIDDER:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**TEL:** \_\_\_\_\_

**FAX:** \_\_\_\_\_

**Your Vendor Number With Us:** \_\_\_\_\_

<b>REQUEST FOR QUOTATION</b>	
<b>RFQ NUMBER</b>	<b>RFQ DATE</b>
R0361/16	07 December 2016
<b>CONTACT PERSON</b>	
<b>NAME:</b>	<b>Rami Kobela</b>
<b>TEL No:</b>	<b>(011) 407-6448</b>

**PLEASE NOTE THAT YOU MUST BE REGISTERED ON THE CITY OF JOHANNESBURG SUPPLIER DATABASE**

**Submission Deadline:** 14 December 2016

**Submission Time:** 10H30

**VALIDITY OF RFQ: 30 DAYS**

<b>OFFICE USE ONLY:</b>	
<b>PRICE/S TO BE VAT EXCLUSIVE</b>	
<b><u>Please submit all Quotations to the fax number stated above</u></b>	
RFQ'S above R30 000-00 to a maximum of R200 000 will be evaluated on the basis of the 80:20 point system as stipulated in the Preferential Procurement Policy Framework Act (Act number 5 of 2000).	
Points will be allocated as follows:	
<b>Points for price:</b>	<b>80</b>
<b>Points for B-BBEE (Max of 20):</b>	
<b>B-BBEE status Level of Contributor</b>	<b>Number of Points (80/20 system)</b>
1	20
2	18
3	16
4	12
5	8
6	6
7	4
8	2
Non-Compliant contributor	0



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Supply Chain Management Unit

SIGNATURE OF BIDDER	
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CAPACITY	
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**PLEASE NOTE THAT NO PRICE INCREASES WILL BE APPROVED AFTER SUBMISSION OF THE QUOTATION.**

REQUEST FOR QUOTATION (RFQ) NUMBER: R0361/16

Delivery Address:

ITEM NO.	DESCRIPTION	Quantity Required	Unit of Measure	Date required	Delivery Period / Lead time	Price per Unit of Measure (Excluding Vat)	Total (Excluding Vat)
1.	TERMS OF REFERENCE FOR THE APPOINTMENT OF A SERVICE PROVIDER: EDIT, PROOF-READ, LAYOUT, DESIGN, PRODUCE THE +/- 100 PAGE HTML VERSION OF THE 2016/17 CASE STUDY PUBLICATION & PRINT 500 COPIES.	100pages x 500 copies					

<b>NB ANY AND ALL ALTERATIONS MUST BE SIGNED FOR BY THE BIDDER CONFIRMING THAT SUCH ALTERATION WAS MADE BY THE BIDDER. PLEASE NOTE THAT PRICE CHANGES WITHOUT A SIGNATURE WILL BE DISQUALIFIED</b>						<b>Grand Total</b>	
--	--	--	--	--	--	--------------------	--

**ALL BIDDERS MUST PLEASE MAKE SURE THAT THEY KNOW WHAT THEY ARE QUOTING FOR.**

**Conditions**

- All prices quoted must be exclusive of Value Added Tax (VAT).
- Prices quoted must include delivery charges and goods must be delivered to the address indicated.
- All prices submitted must be firm. "Firm" prices are deemed to be fixed prices, which are only subject to the following statutory changes, namely VAT and any levy related to customs and excise.
- Quantities are given in good faith and without commitment to the City of JHB.
- Vendors not registered for Value Added Tax with SARS will be treated as Non VAT vendors.



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## **SPECIFICATION**

**TERMS OF REFERENCE FOR THE APPOINTMENT OF A SERVICE PROVIDER: EDIT, PROOF-READ, LAYOUT, DESIGN, PRODUCE THE +/- 100 PAGE HTML VERSION OF THE 2016/17 CASE STUDY PUBLICATION & PRINT 500 COPIES.**

### **1. BACKGROUND AND INTRODUCTION**

The Innovation and Knowledge Management is a Unit within the Group Strategy, Policy Coordination and Relations with a mandate to ensure the practice and promotion of effective knowledge management and innovation within the City of Johannesburg.

On an annual basis, the Innovation and Knowledge Management Unit produces and disseminates case studies to document select City initiatives for the purpose of ensuring business continuity, replication of best practice and generally promoting the culture of knowledge sharing and innovation within the administration itself and broadly in the local government sector.

The Innovation and Knowledge Management Unit is now seeking a service provider to edit, proof-read, design, lay-out and print similar strategic documents. The project is expected to run for two (2) months and should be completed by end of May 2017. It is envisaged that in the period between January 2017 and April 2017, a separate but linked project on the production of case study reports comprising the said publication would be running.

### **2. SCOPE OF WORK**

- Deliver 2 to 3 look and feel concept maps outlining front cover, contents and back page, prior receipt of actual publication material;
- Edit and proof-read the draft case study publication;
- Design and lay-out the case study publication in accordance with the CoJ corporate identify policy;
- Make provision for high-quality pictures (which will be supplied) to be incorporated in-text and to depict individual case study topical brakes;
- Produce an HTML version of the signed-off case study publication; and
- Print 500 copies of the signed-off case study publication: A4, bound, full colour, matt gloss, 300gsm cover and 150gsm inside pages.

### **3. DELIVERABLES & TIMEFRAMES OF THE PROJECT**





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The table below, tied to timelines in the production phase (write-up of case study reports) outlines the deliverables of the project as envisaged by the City.

Focus Area	Activity	Submission Dates
Concept Map	Produce 2 to 3 look and feel concepts	January 2017
Copy Finalisation	Edit and proof-read the draft case study publication	April 2017
Production	Submit draft HTML version and dummy print of publication	April 2017
Circulate for Comments/Inputs	Incorporate comments/inputs	May 2017
Print & Finalise HTML Copy	Submit final HTML version and 500 copies of the printed publication	May 2017

#### 4. BUDGET

Bidders should make sure that they provide a firm offer to the City and all costs should be included in the proposal. Professional fees should include the cost for travelling, shareholder consultation, printing and any other cost not mentioned but deemed necessary for the successful completion of the project.

**The bidders should note that the City shall neither entertain any claims for additional cost nor will it accept proposals to amend or reduce the scope of work once the successful bidder has been appointed.** Thus bidders are required to go through the document carefully to make sure that they understand every aspect of the City's requirements in this regard and cost accordingly.

Service providers are required to provide a complete cost breakdown in terms of the project deliverables and services that will be rendered. **Please note that there shall be no upfront payment. The project should not exceed the amount stipulated in the proposal and payment will be made on the completion of the project.**



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## 5. PROJECT CHAMPIONING

The project will be championed through the Unit Head: Innovation & Knowledge Management. Appropriate project leadership and support will be provided until completion of the project.

## 6. REPORTING AND PROJECT CLOSURE

Due to the rating of the assignment, it is envisaged that meetings and discussion on the creative concept and proof-reading will be held on a regular basis until project completion.

**The output of this assignment should be delivered by no later than 31 May 2017.**

## 7. PROVEN COMPETENCIES OF SERVICE PROVIDER

The service provider needs to demonstrate the following competencies and experience:

- A proven track-record in terms of editing and proof-reading of publishable strategic planning documentation for large organisations;
- The lead consultant and project manager should have a tertiary qualification in the areas of graphic designing or communications; and
- Service providers should present completed samples of similar work.

## 8. EVALUATION CRITERIA

Proposals will be evaluated in terms of the Preferential Procurement Policy Framework Act using the 80:20 points system.

Proposals will initially be evaluated in terms of functionality as outlined in Table A and then in respect of the Preferential Procurement Policy Framework Act using the 80:20 points system as outlined. Only bidders who score **60 points and more** on functionality will be able to proceed to be further evaluated in terms of the price competitiveness as depicted in Table B.



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**TABLE A**

	<b>CRITERIA</b>	<b>GUIDELINES</b>	<b>POINTS</b>
	Concept Map	Project plan outlining approach and methodology for producing 2 to 3 look and feel concepts (10)	10
	Copy Finalisation	Project plan outlining approach to the following: Editing and proof-read the draft case study publication (15)	15
	Production	Project plan outlining approach to the following: Production of the HTML publication version (20) and print-out of its 500 copies (20)	40
	Experience	<p>Demonstrate track record of having successfully executed similar projects:</p> <p style="padding-left: 40px;">1 x similar project = 5 2 x similar projects = 7 3 x similar projects = 10</p> <p>Submission of a list of contactable references of similar work submitted above:</p> <p style="padding-left: 40px;">1 x contactable reference = 5 2 x contactable references = 7 3 x contactable references = 10</p> <p>Submission of qualifications and CVs of the Lead Consultant:</p> <p style="padding-left: 40px;">Post-matric training in graphic designing or communications (5) Bachelor degree (NQF 6) in graphic designing or communications (10)</p>	35
	<b>Total</b>		<b>100</b>
	Price		80



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**TABLE B**

	<b>B-BBEE status level</b>	<b>Number of points</b>	
	1	20	
	2	18	
	3	16	
	4	10	
	5	8	
	6	6	
	7	4	
	8	2	
	Non – compliant contributor	0	20
	<b>Total</b>		<b>100</b>

## 9. CONTRACTING ARRANGEMENTS

The successful service provider will enter into a service level agreement with the City of Johannesburg and is expected to liaise and report to the City of Johannesburg.

## 10. RETURNABLE DOCUMENTS

The bid should include:

- Original Valid Tax Clearance Certificate (or a one-time pin for online verifications);
- Municipal account of the Company and Directors or affidavit not older than three (03) months and not in ninety (90) days arrears;
- Original or certified copy of BBEE Verification Certificate;
- Completed and signed Municipal Bid forms 4, 8 and 9;



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- Completed and signed declaration on state of municipal account;
- Completed and signed form of bid;
- Total cost breakdown according to the phases/activities of the project inclusive of VAT; and
- Samples of a similar work which was successfully completed.

## 11. DISQUALIFICATION CRITERIA

- Valid tax certificate for tender;
- Completed and signed Form of Bid;
- Failure to attend the compulsory briefing session; and
- Failure to quote for all specified items.

## 12. INFORMATION FOR BIDDERS

### Briefing session

A compulsory briefing session will be convened for all interested service providers where the City will present an overview and outline the expectations of the project. The details for the briefing session as follows:

Date: 9<sup>th</sup> December 2016

Time: 10am

Venue: Ndivho Boardroom, 16th floor, A-block, Metropolitan Centre, 158 Civic Boulevard, Braamfontein

The closing date for submission of proposals is 14<sup>th</sup> December 2016 at 10:30am.

Delivery Address:

### QUOTATION BOX

Ground Floor Metropolitan Centre, 158 Civic Boulevard, Braamfontein, 2000.



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City of Johannesburg  
Supply Chain Management Unit

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### **13.FURTHER INFORMATION**

**All enquiries must be directed in writing to Rami Kobela:(011) 407-6448**